

## **Governance Review Group – Terms of Reference**

**August 2017**

### **Objective and Membership**

The Governance Review Group (GRG) is a Board sub group established to oversee the process, procedure and timetable of the Independent Review Panel (IRP) and its review into the governance and structures of Table Tennis England ('the Review'). The Review may also consider the operational impact of any changes to the governance and structure. The GRG and IRP will report periodically to the Board who in turn will provide updates to National Council and the wider membership.

The aim of the Review is to undertake a wide ranging and thorough review into the governance and structures of Table Tennis England to achieve a modernised, professional, transparent organisation that balances the need for democracy with volunteers at its heart. The Review will include consultation throughout the membership to allow all interested individuals to input, whilst retaining focus and clarity as to the outcomes that are expected to be achieved.

Consultation will include regular updates with Sport England to ensure all and any recommendations that are under consideration are compliant with the Code for Sport Governance.

The GRG will comprise the following individuals, subject to the Chair's discretion to agree any changes:

Senior Independent Director – Mark Quartermaine (Chair)

Chairman – Sandra Deaton

Chief Executive – Sara Sutcliffe

Chair of National Council – Tony Catt

Chair of Rules Committee's delegate – Estyn Williams

### **Deliverables**

The GRG is responsible for the following deliverables and milestones:

- Draft and consult on the Terms of Reference for the IRP and recommend to the Board the adoption of ToR .
- Identify, interview and recommend to the Board the appointment of members of the IRP whose skills shall include some or all of governance, legal, membership bodies, communications, different NGB structures and table tennis.
- Publish a timetable and work with the IRP to ensure compliance with the timetable.
- Consider and recommend how the existing workstreams of Voting Review Group, Network Review and Regional Review can be integrated into the IRP's review.
- Agree with the IRP the consultation process, steps and milestones supported by the secretariat.
- Working with the IRP, facilitate consultation with Sport England on Code compliance.
- Provide written and verbal updates to the Board, National Council and the membership on progress including providing the opportunity for the IRP to present any updates and/or interim recommendations.
- Any other relevant business to ensure the efficient and transparent operation of the Review.



## **Methodology**

The GRG will, as considered appropriate, meet in person and conduct business by email and telephone as well.

The Secretariat will be provided by Head Office through Jonathan Bruck, Head of Operations. The Communications team will provide all necessary support to implement the consultation process.

All expenses of the GRG will be covered in accordance with the Volunteer Expenses Policy in place from time to time.

The GRG can work as a whole or in smaller sub groups.

## **Reporting and Timetable**

The GRG will endeavour to adhere to the timetable issued as part of the EGM papers although a more detailed timetable will be established by the GRG and IRP once appointed. The timetable will be published and the GRG will work closely with the IRP to ensure it's adherence.

Approved by the Board 24 August 2017